

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Officer Vacancy
Nationwide Vacancy Announcement
Amended 10 December 2009

1 POSITION

Announcement Number: 013-10		Opening Date: 10 December 2009	Closing Date: 9 January 2010
Position Title: Training Officer	UIC/TDA/UMR Para/Line Number: W8AYAA/230B-02	DMOS/Branch: 001A	Maximum Grade: O4 Minimum Grade: O3
BDE/Unit Name and Address: Joint Forces Headquarters Sacramento, CA 95826		Selecting Official: CAAD G3	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		Minimum Education Requirements:	

Notes: Nationwide means: Only current AGR's, Active Duty Army or Traditional Soldiers may apply. Applicants on Active Duty Title 10 must ETS within 45 days of closing date. Majors must have 2 yrs time in grade or less and 8 yrs or more of total active service to apply in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Soldier must not have been relieved for cause from any duty position, including but not limited to relief from command, in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.

Primary Duties and Responsibilities

Primary training officer for the Army Division G3. Supervises 8-10 personnel to include civilians, state military, active guard and federal technicians. Responsible for all training related actions for the California Army National Guard. Provides the G-3 with recommendations and staff analysis and coordination to ready Soldiers and units for their state and federal missions. Areas of responsibility include ammunition management; schools for officer, warrant officer and enlisted; overseas deployment exercises, visits and training; military intelligence programs; annual training plans; simulations and training aids; State Marksmanship program; 5 year training calendar, and the development of all Army Division conferences and workshops. Coordinates with National Guard Bureau on all training related items to ensure California is responsive in meeting national program initiatives.

Primary Duties and Responsibilities Cont'

1. Responsible for and provides oversight of Army Training Resource Requirements System (ATRRS).
2. Facilitates use of Local Training Areas and ranges to ensure successful completion of scheduled training activities.
3. Responsible for and provides oversight of Oversees Deployment Training programs.
4. Manages and facilitates commands yearly training calendar.
5. Responsible for managing the development and execution of training policies and procedures and programming.
6. Provides oversight of the State Ammunition Program.
7. Coordinates with subordinate units and external agencies to establish class quotas.
8. Responsible for training oversight of the State Marksmanship program.
9. Responsible for planning, coordination, and implementation of all training workshops and conferences.

Specialty Qualification Requirements

- Soldiers applying must meet the following eligibility criteria IAW NGR 600-100, Appendix E:
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
- Three-quarter-length photograph (from the waist up) in a duty uniform taken within the previous 12 months ("official" military photograph is not required).
- Officer biographical summary.
- Completion of Officer Advanced Course/Captains Career Course.
- Certified copy of DA Form 2-1, Officer Record Brief (ORB), or Personnel Qualification Record (PQR).
- All OER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's are not available. Applicants in the grade of O1 must submit at least one letter of recommendation. This letter should state current duty assignment, ability to perform assigned duties and demonstrated potential.
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated.
(Certified Copy – See frequently asked questions)
- Submit body fat worksheet (if applicable).
- Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).

- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current drivers license.
- **Certified copies** of all college undergraduate, Graduate and post graduate transcripts.
- Letter of Recommendation from your Commander
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page.

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ORB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.